

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Office of Personnel**

**District Personnel Manual Issuance System**

This bulletin should be filed behind  
the divider for part III of DPM  
Chapter(s) 4 & 19

**DPM Bulletin No. 4-18 & 19-2**

**SUBJECT:** Granting of a Variation to § 1906.3(a) of Chapter 19  
of the D.C. personnel regulations, Incentive Awards,  
for the Office of Citizen Complaint Review

**Date:** August 4, 2004

Section 401.1 of Chapter 4 of the D.C. personnel regulations, Organization for Personnel Management, authorizes the Director of the D.C. Office of Personnel (DCOP) to grant a variation from the strict letter of the regulations if such variation is within the spirit of the regulations and the efficiency of the District government; and the integrity of the Career, Legal, Excepted, Management Supervisory, or Executive Services is being protected and promoted.

Section 401.3 of the regulations specifies that whenever a variation is granted, the Director, DCOP, shall publish a statement in the District Personnel Manual (or any other procedural manual developed) showing the particular practical difficulty or hardship involved; the variation being permitted, the difference from the requirements of the regulations, and to whom it applies; the specific circumstances which protect or promote the efficiency of the District government and the integrity of a particular Service or Services; and the steps that will be taken to limit the application of the variation only to the duration of the conditions that gave rise to it. This bulletin constitutes the statement required for the granting a variation.

**Pursuant to § 401.1 of the regulations, the Interim Director, DCOP, hereby grants a variation to § 1906.3(a) of Chapter 19 of the D.C. personnel regulations, Incentive Awards, for the Office of Citizen Complaint Review (OCCR).** Section 1906.3(a) of the regulations provides that a monetary award pursuant to Chapter 19 of the regulations “*shall be available only for overall performance that exceeds expectations, as evidenced by a current annual performance evaluation.*” [Emphasis added.]

In accordance with the provisions of § 401.3 of the regulations, the following information is provided with respect to this variation:

1. Over the previous two (2) years, the OCCR made several requests to the DCOP to bring its Excepted Service and Management Supervisory Service (MSS) employees into the Online Performance Management Program (PMP) System. However, some confusion existed concerning the “personnel status” of the OCCR, and the DCOP did not add these employees to the Online PMP System.

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*Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]*

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**Distribution:** Heads of Departments and Agencies, HR Advisors and DPM Subscribers

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2. The OCCR is a relatively new agency under the personnel authority of the Mayor. Accordingly, agency Excepted Service and MSS employees are covered by the provisions of Chapter 14 of the regulations, Performance Management, and should be evaluated under the PMP.
3. As a result of the confusion, the OCCR was unable to enter FY 2003 and FY 2004 performance plans and evaluations into the Online PMP System for employees covered under the PMP. Thus, these employees did not “meet” the prerequisite of having a current annual performance evaluation established in § 1906.3(a) of the regulations and were deemed technically “ineligible” to receive monetary awards for those years.
4. The OCCR has indicated that it wants to grant monetary awards before the end of the current fiscal year to agency employees covered under the PMP for their performance in FY 2003. Therefore, the variation to § 1906.3(a) of the regulations granted to the OCCR will allow the agency to provide monetary awards in FY 2004 based on their written justifications for performance during FY 2003.
5. The Performance Management Unit, DCOP, and the DC Incentive Awards Committee, are hereby authorized to evaluate and process recommendations for monetary awards for employees of the OCCR based solely on the merits of the written justifications; and process their FY 2003 monetary award recommendations.
6. The application of this variation shall be limited to the remainder of FY 2004, as the PMU within the DCOP plans to take the necessary steps to add the employees in the OCCR covered under the PMP to the Online PMP System as soon as practicable, but not later than September 30, 2004.

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Interim Director of Personnel